



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

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NOTICE OF GRANT OPPORTUNITY
WETLANDS CIRCUIT RIDER COMPETITIVE GRANT
REQUEST FOR GRANT PROPOSALS
Document Number: BWR 2018-02
COMMBUYS #: BD-18-1045-BWR00-BWR01-18886

Summary of Grant Opportunity:

In accordance with the requirements of 815 CMR 2.00, the Massachusetts Department of Environmental Protection (MassDEP or Department) announces the availability of a \$200,000 grant to be awarded to a public, quasi-public, or not for profit organization to act as Sponsor to supply MassDEP with Circuit Rider services in the Department's Northeast and Southeast Regions. MassDEP seeks organizations whose public mission includes wetlands protection and that do not perform permitting activities before Conservation Commissions or the Department. MassDEP's goal through this competitive grant process is to enter into a joint venture with the selected organization acting as the "Sponsor" for Circuit Rider services, in order to carry out MassDEP's public mission to support municipalities in the administration of its environmental mandates, with a particular emphasis upon wetlands protection, as described in this solicitation.

Grant Opportunity Announcement and Request for Proposals: The Wetlands Circuit Rider Competitive Grant Request for Proposals (CR Grant Document) was issued on **August 10, 2017** and is posted on MassDEP's website at the following link:

<http://www.mass.gov/eea/agencies/massdep/water/grants/wetlands-circuit-rider-rfp.html>

MassDEP will award a single grant award of \$200,000 to a Grant Applicant who best meets the eligibility criteria set forth in the CR Grant. The Grant Funds will be available for reimbursement of costs incurred in state fiscal year 2018 (July 1, 2017 – June 30, 2018).

Eligible Entities and Eligible Projects:

As further specified in the CR Grant Document, organizations responding to this CR Grant must submit a proposal demonstrating that they are qualified to provide Circuit Rider services, and

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

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can provide experienced personnel capable of performing the following Circuit Rider responsibilities on behalf of MassDEP:

- Conduct and participate in meetings (including nights and weekends) with local boards, commissions, and conservation agents to assist interpreting regulations, policies and guidance.
- Conduct training workshops and assist in making presentations at other forums that will provide an opportunity to explain the regulations.
- Respond to requests for information from conservation commissions, the public, and other concerned parties in writing, electronically and via telecommunications.
- Provide technical assistance to conservation commissions on wetlands enforcement and compliance issues.
- Provide feedback from local conservation commissions to MassDEP's Wetlands & Waterways Program Chiefs, Regional Wetlands Section Chiefs on wetlands and other related issues.
- Represent MassDEP at the Massachusetts Association of Conservation Commission's Annual Conference.
- (Preferred/Desired specification) Develop a working knowledge of other MassDEP programs, particularly the Massachusetts Public Waterfront Act (Chapter 91), the Water Management Act, the Federal Safe Drinking Water Act, Title 5, and other Water Pollution Control Programs in order to assist and facilitate local municipal compliance, enforcement and implementation of these regulatory programs.
- Perform other duties as required.

The selected organization would ideally Sponsor one full-time, qualified (as determined by MassDEP) individual to each region to provide Circuit Rider services for that region. MassDEP will consider proposals to provide a single full time, qualified individual to provide services for both regions. The individuals MUST be available to attend night and weekend meetings. The Circuit Rider will report to the Regional Wetlands Section Chief or his/her designee and is expected to use MassDEP(s) office(s) as the primary work location.

Grant Application Process: The CR Grant Document on MassDEP's website contains grant proposal submission requirements, a procurement schedule describing the steps of the process, all project proposal and qualification requirements, and a specific format for responding to this Grant Opportunity. Applicants should note that MassDEP reserves the right to interview proposed CR candidates and/or Sponsor organizations prior to the selection of an applicant for Grant Award.

Evaluation Criteria: The evaluation criteria components for MassDEP's review and scoring of Proposals are as specified in the CR Grant Document.

Additional Information: for additional information regarding the CR Grant, please refer to the MassDEP website link: <http://www.mass.gov/eea/agencies/massdep/water/grants/wetlands-circuit-rider-rfp.html>